

APPENDIX A

Photography Policy for Architectural Survey

This policy is a supplement to the manuals for both areas and individual survey forms. Information on what photography should be completed for a form can be found in the manual for that form.

All photos should be 4"x6", be stapled to the form, and be labeled as outlined on the photo continuation pages in the form. Your form cannot be reviewed until proper photos are provided.

Purpose

The New Hampshire Division of Historical Resources (NHDHR) is the primary repository of information on historic and culturally-significant properties in the state. The property files kept by the division often represent the only collection of information on a building, site, structure, object, or district, and the photographs are an invaluable part of that resource. Often these photos are the sole copy; there is no backup. Thus the NHDHR's collection of information is unique in the state.

For All Survey Projects

Photographs should be clear, crisp, focused, and non-pixelated. A photograph should be taken of every major building, structure, or landscape feature within the survey area (please see Area Form Manual for guidance on district photos). Overview, landscape or streetscape photos may also be necessary to document the context of the property. Streetscape photos should focus on the buildings, not the pavement. Photos should include the whole building, including complete roofline. Photos should be taken at a face-on or an oblique angle and should be free of obscuring elements (trees, vehicles, overpasses, side-view mirrors) whenever possible, but if present, these elements should not be removed digitally. Glue, tape, or other adherents are not acceptable. **Photos should be affixed to continuation sheets by staples.**

Photos showing the property's current condition must be submitted so that the property is evaluated based on existing conditions. **A current photo is one taken within 6 months of when the survey form is completed and within one year of when the survey form is submitted to the NHDHR.** For very large projects where field survey may have taken place over a longer span of time, slightly older photos may be accepted *only if prior discussion with NHDHR has approved this course of action.* NHDHR will e-mail an approval of the plan to the consultant, who should include the date of approval in the cover letter submitted with the inventory forms.

Black-and-white 35 mm film photos are preferred and will always be accepted.

Photos taken on a digital camera are acceptable if they meet the following digital file parameters: 1600 x 1200 pixels at 300 ppi (pixels per inch), or larger. This works out to approximately 2 megapixels per photo. Some phone and device cameras do not meet these specifications at this time (10/2016). Please carefully check the specifications of your camera; if you have questions, contact a local camera shop or expert to discuss your camera settings – the NHDHR cannot assist with this.

Digital photos MAY NOT BE ALTERED IN ANY WAY.

Digital photos may be printed in one of two acceptable ways:

1) Color prints must be commercially printed. This means ANY commercial printer (local photo store, drug store, big box store) can do this work acceptably.

2) Black and white prints may be printed on a home photo printer if the following standards can be met: high-quality or archival photo paper and photo ink appropriate for your photo printer are used, and your printer is set to insure that only BLACK ink is being used.

The back of the photo should be labeled with the NHDHR inventory number.

FOR NH STATE REGISTER PROJECTS
Specifications for Digital Image Files

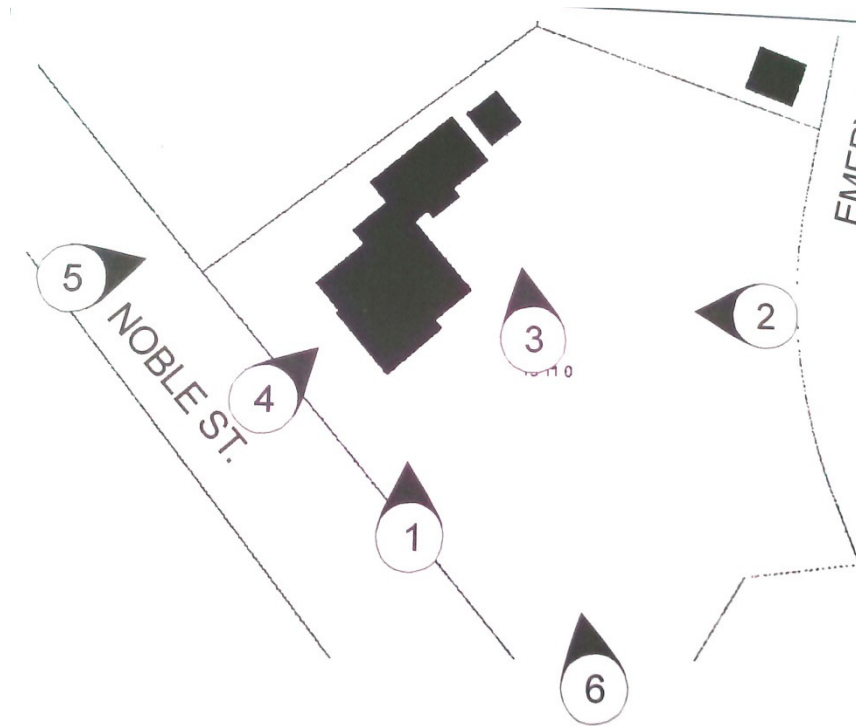
Un-manipulated color digital images on CDs should be submitted in addition to the required prints for properties seeking listing on the New Hampshire State Register.

FOR NH STATE REGISTER PROJECTS ONLY
NO PHOTO CD IS NEEDED UNLESS YOUR PROJECT IS FOR NEW HAMPSHIRE
STATE REGISTER LISTING PURPOSES

In Addition

Photo Key

Either on the property map or on a separate map, please note the location and direction of the camera for each photo taken.



Example of a photo key

Photography Statement

Each form should contain an assurance report stating that the photographs included have not been manipulated and conform to the standards given herein. The product name and manufacturer should be given for inks, papers, and printers used at home. The name of the commercial processor should be given if one was used. PLEASE REMEMBER TO SIGN THE PHOTO STATEMENT.

Supplemental Images

Clear scans (preferred) or photocopies of older photos or images may be submitted to show changes over time. Photo captions must explain what is shown in the photo or image and why it adds information to the survey analysis.

Images from online mapping programs, such as Google Street View or Bing Streetside, are **not** acceptable survey tools and may not be used in NHDHR survey forms.